

on the Record, Online

*News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History*

Volume 7 ♦ Number 1 ♦ September, 2008

**For publications and further information about our services to
state and local governments, check our [WEB](#) page.**



Get Ready for Archives Month

October is Archives Month in South Carolina and much of the nation. [Click here](#) to find out what is planned and how you may get involved. For further information, contact [Heather South](#).

Archives' Local Government Workshops

Three two-hour workshop sessions on archival issues and practices for local governments are scheduled at the following locations in September:

September 11: Charleston

September 17: Columbia

September 25: Greenville

For location and registration information, [click here](#).

Award Nominations Sought

The SC State Historical Records Advisory Board is seeking nominations for its Governor's Archives Award and Awards of Merit. The Deadline for nominations is December 5, 2008. For details on the awards and nominations process, [follow this link](#).



Signing of the SC Judicial Department Records Retention Schedule, left to right: Clerk of the Supreme Court Daniel Shearouse, SC Chief Justice Jean Toal, SC Department of Archives and History Director Dr. Rodger E. Stroup and Senior Records Analyst Bryan McKown

Judicial Department Schedule Signed

After many months of work with Judicial Department staff, a revised and updated records retention schedule has been completed for the following courts, offices, and functions: Supreme Court, Court of Appeals, Court Administration, Administrative and Financial Services, Human Resources, and Information Systems and Technology. The new schedule follows our new streamlined process and format, accommodating electronic/digital as well as paper records. The new Judicial Department schedule joins those of the Department of Social Services and the Medical Malpractice Patients' Compensation Fund online at <http://arm.scdah.sc.gov/specific/>.

New SC SHRAB Grant to Continue Re grants

The National Historical Publications and Records Commission recently awarded a \$70,000 grant to the [SC State Historical Records Advisory Board](#) (which is staffed by the Archives). For the period January, 2009 through June, 2010 the grant will support a variety of Board activities, including an archives awards program, travel scholarships for National History Day students and teacher training, sponsorship of Archives Month and archival training workshops and conferences, and a regrant program for local governments and historical records repositories.

The following are the types of local government archives projects eligible for SC SHRAB funding:

- Consultant advice and assistance
- Records inventory and scheduling (with an archival component)
- Archival program enhancement
- Microfilming of historically significant pre-1960 records

To be eligible, prospective applicants must submit a letter of intent by December 5, 2008.

Click here for the regrant application guidelines. For further information, contact [John D. Mackintosh](#).

SCPRA Conference on the Horizon

The SC Public Records Association will hold its annual conference November 12-14 in Myrtle Beach. The conference will have special interest group and regional meetings and sessions on basic public records requirements, time management and prioritizing, cyber danger, e-discovery, how to become a certified records manager, and what's new in technology. For more information, see www.scptra.org.



Courtroom in Lancaster Courthouse

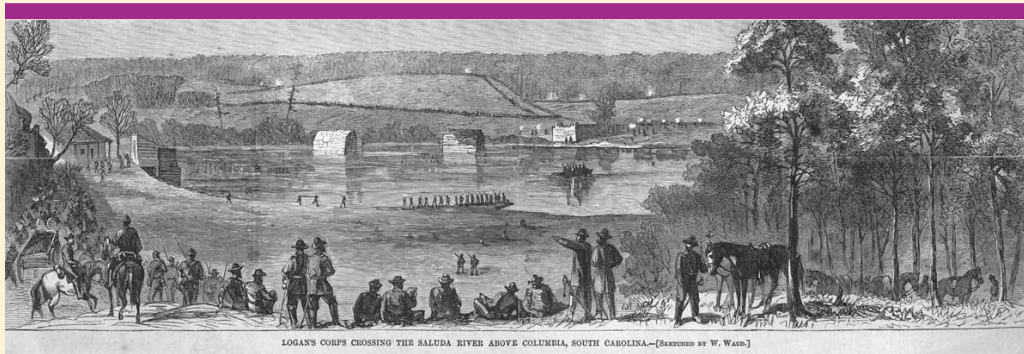
Disaster Responses

Archives staff recently responded to fires in Aiken and Lancaster counties that affected public records – a magistrate's office in New Ellenton and the Lancaster County Courthouse and adjacent Sixth Circuit Solicitor's Office. [Click here](#) for additional photos of the fire damage and lessons learned from the response to these disasters.

Archives' FY 2008 Accessions Report

The Archives transferred from state agencies and local governments nearly two hundred and fifty cubic feet or more than a half million pages of historical records for storage at the SC Archives and History Center during the past fiscal year.

[Follow this link](#) for a list of the records accessioned.



Civil War Symposium

The Archives is co-sponsoring the eleventh annual Civil War Symposium, September 19-20. [Follow this link](#) for details.

News from the Wider World

NASIO Report on State CIOs and Electronic Records

www.nascio.org/publications/documents/NASCIO-E-RecordsChallenges.pdf

Governments Around Globe are Early Adopters of Web 2.0. *Government Technology*, July 7, 2008. www.govtech.com/gt/375534

Document and Records Management Still Lag. *Baseline*, July 2, 2008

www.baselinemag.com/c/a/Storage/Document-and-Records-Management-Still-Lags/

SC CIO Hardware Maintenance Manager State Contract Awarded

www.cio.state.sc.us/itmo/contract/hmm.htm

GAO Report: National Archives and Selected Agencies Need to Strengthen their E-Mail Management www.gao.gov/new.items/d08742.pdf

A Final Word

Here we are again at the beginning of a new fiscal year and wondering what the year might hold (beyond possible mid-year budget cuts). As noted above, some of the developments are already taking form, but others are just getting ready to take off. Chief among the latter is in the area of education and training. An Archives task force is now doing a comprehensive review of our education and training activities for state and local governments in archival and records management matters, including that provided via the Archives' website, on-site visits/training, and the annual records management conference. This effort relates to our [long-range plan](#) element to "Review and upgrade state and local government records training content and delivery modes." You will be hearing more on this in the months to come, including details on the task force recommendations and steps to implement them.

As always, please feel free to contact me about our programs and services.

[Roy H. Tryon](#), CA, CRM
State Archivist and Records Administrator



Links

Get Ready for Archives Month

<http://scarchivesmonth.palmettohistory.org/>

Local Government Workshops

www.state.sc.us/scdah/shrab/2009regrant/2009regrantWorkshops.htm

Nominations for Archives Awards

www.state.sc.us/scdah/shrab/2009shrabawards.htm

Judicial Department Schedule Signed

<http://arm.scdah.sc.gov/specific/>

SC Public Records Conference

www.scpa.org/

New SC SHRAB Regrant Program

www.state.sc.us/scdah/shrab/snap/regrantguidelines.htm

SC State Historical Records Advisory Board

www.state.sc.us/scdah/shrab/shrab1.htm

Three Recent Fire Disasters

<http://arm.scdah.sc.gov/disaster/arson.htm>

Disaster Planning and Recovery

<http://arm.scdah.sc.gov/disaster/>

Accessions During FY 2007-2008

www.state.sc.us/scdah/0708rptannual.pdf

Civil War Symposium

<http://civilwarsymposium.palmettohistory.org/>

NASCIO Report on States and Electronic Records

www.nascio.org/publications/documents/NASCIO-E-RecordsChallenges.pdf

Governments Adopt Web 2.0

www.govtech.com/gt/375534

Documents and Records Management Still Lag

www.baselinemag.com/c/a/Storage/Document-and-Records-Management-Still-Lags/

State Hardware Maintenance Contract Awarded

www.cio.state.sc.us/itmo/contract/hmm.htm

GAO Report: Strengthen E-Mail Policies

www.gao.gov/new.items/d08742.pdf

ARM Long-Range Plan

www.state.sc.us/scdah/armfinalrpt.htm